



2017 Peak Performance Program For Aspiring Leaders



Announcement and Application

Application Period:	November 16, 2016 – December 9, 2016
2017 Program Year:	January 18, 2017 - September 21, 2017

Who May Apply?

Current GS-7 through GS-12 Permanent, Full-time GS Employees, in addition to U.S. Postal Service, Veterans Administration, Federal Aviation Administration and Military employees in comparable grade levels are welcome to apply.

Program Overview:

The purpose of the Peak Performance Program is to enhance competencies at the GS-7 – GS-12 level and promote the attainment of competencies and skills that are necessary for continued growth and leadership development. Additionally, the Peak Performance Program for Aspiring Leaders assists agency executives and supervisors in recognizing talent and leadership potential early in an employee's career.

The 2017 Peak Performance Program will focus on developing leadership skills with special emphasis on building target critical competencies that are common in all professional job series for success in the federal workplace. These six fundamental competencies include: Continual Learning, Integrity/Honesty, Interpersonal Skills, Public Service Motivation, Oral and Written Communication, and Project Management. All training will take place during normal business hours, and each session will directly link to at least one associated core competency.

The program period will be January 18, 2017 – September 21, 2017. Selection into the program does not infer promotion or change of position.

Participation Outcomes:

Upon completion of the 2017 Peak Performance Program, participants will have completed the following components, in addition to classroom training and leadership development seminars and activities:

- Project Management (Large Project Engagement)
- Individual Needs Assessment
- Continual Learning by Reading Assignments (~2 Books)
- Shadowing Assignments/Manager Interviews
- Individual Development Plan Writing
- Leadership Panel Discussion/Q&A
- External Awareness / Volunteerism
- Mentoring Experience
- Communication Training
- Leadership Challenge Course

Participant Responsibilities:

Commitment of Time – Most agencies cannot afford for staff members to engage in a yearlong program where the employee will be away from their duty station and responsibilities. This program has been designed to offer optimal benefits using the least amount of in-office time possible. In order to maximize the limited training days, each participant will be asked to complete specific tasks and assignments outside of class and be prepared to share any related feedback or assignment results during class sessions.

Attendance – Program participants are expected to attend all class sessions, external awareness visits, and any events that are scheduled. If a participant misses more than **three (3)** of the program or workshop days, he or she will be dropped from the program. Program dates are listed below. The agency supervisor will be notified of each absence.

Program Tuition Cost - \$850 and is the responsibility of the participant's organization upon acceptance into the program.

Cancellation Policy – If you cancel within 30 days prior to the program start date, there is a \$250 processing fee that will be assessed. No refund is available on or after class start date.

Program – Participants will meet government, private sector, and academic leadership to discuss issues impacting government and explore each topic with special attention focused on building the core leadership competencies required to be successful in professional positions. The 2017 Peak Performance Program session and workshop dates are as follows:

Date(s)	Session	Competency
January 18, 2017	Foundations for Peak Performance	Continual Learning
January 24, 2017	Self-Discovery - DISC Situational Play and Strength Finders 2.0	Continual Learning, Interpersonal Skills
January 25, 2017	Crafting Your Career (Career Mapping and IDP)	Continual Learning, Written Communication
February 21-25, 2017	Project Management Bootcamp and Exam	Written Communication, Oral Communication, Interpersonal Skills
February 28, 2017	Crafting Your Career (USAJobs, Resume)	Interpersonal Skills
March 7, 2017	Mentoring for (P3 Participants)	Interpersonal Skills
March 28, 2017	The Essentials of Workplace Etiquette and Integrity/Ethics in the Workplace	Integrity/Honesty, Interpersonal Skills
April 11, 2017	Speed Mentoring for Leadership	Interpersonal Skills
April 25, 2017	Understanding Generational Differences and Diversity in the Workplace	Interpersonal Skills, Continual Learning
May 9, 2017	Effective and Persuasive Writing	Written Communication
June 6, 2017	Georgia Tech Leadership Challenge	Continual Learning
June 27, 2017	Effective Communication	Interpersonal Skills
July 11, 2017	Volunteer Day – Atlanta Food Bank	Public Service Motivation
July 25, 2017	Leadership in 2017	Interpersonal Skills, Integrity/Honesty
August 29-31, 2017	Project Management (Large Project Engagement)	Public Service Motivation
September 21, 2017	GRADUATION	

Additional ½ Day Workshop Sessions for Project Management Projects:

(Mandatory Attendance for Certificate)

2017: March 16, April 4, May 2, May 25, June 13, July 13, July 27, August 7, August 10, August 23

Participation Details

Methodology – Training information will be presented through a combination of classroom-style lectures, seminars, simulations and hands-on experiences throughout the program year with participants engaging in detailed class discussions and projects. Teamwork is critical to success in this program.

Public Service Motivation - Activities will be focused on understanding of integrity, ethics and workplace etiquette with a focus on commitment to public service. Participants will learn to align organizational objectives and practices with public interests.

External Awareness – Participants will be tasked to visit other federal agencies and private organizations to learn more about the organization’s mission, how critical challenges are met, how problems are solved, and how resources are allocated to remain agile during different project phases. These experiences are designed to allow the participant to expand on models for success, as well as build awareness of multiple approaches for accomplishing a task.

Reading Assignments – A leadership reading list will be furnished to participants. Participants are required to read and report on two books based on current leadership principals and practices.

Mentoring – Participants will be paired with a mentor to develop an on-going coaching relationship to help the P3 graduates be more effective in their current roles and career ownership moving forward. Participants will also be responsible for completing two leadership interviews and shadowing assignments.

Community Service – Participants will learn more about the Atlanta community and Federal Executive Board community initiatives, in addition to completing a class community service project.

Written and Oral Communication – Participants will be instructed on business writing with a focus on effective and persuasive writing techniques. Additionally, participants will make presentations to small and large groups to improve their oral communication skills.

How to Apply

Each applicant must submit a **complete application package** which consists of the following:

Attachment A	Application Cover Sheet
Attachment B	Application Information Sheet
Attachment C	Self-Assessment Responses
Attachment D	First Line Supervisor Assessment <u>with Business Card</u>
Attachment E	Payment Agreement

All applications MUST be typed using on 8½ x 11 paper with 12pt Times New Roman font and one (1) inch margins on all sides. Also, no application materials should be stapled or printed on double-sided paper.

Information, forms and formats other than those listed above, photographs or documents including sensitive information, will not be used by the review panel and may deem the applicant ineligible for application review.

Applications will be accepted from **November 16, 2016 through December 9, 2016** and a complete application package containing the above information must be received or postmarked by midnight on **December 9, 2016** in order to be considered.

ALL submissions are expected to be original responses to the questions within this application. If your answers are found to be a duplicate submission of any kind, the applicant will be automatically disqualified.

Late, Faxed, Emailed, or Incomplete applications will not be considered.
No electronic submissions will be considered or accepted.

2017 Peak Performance Program Applications should be sent to:

***Atlanta Federal Executive Board
ATTN: Peak Performance Program
Richard B. Russell Federal Building
75 Ted Turner Drive SW, Suite 1142
Atlanta, Georgia 30303***

Selection Process

- A panel made up of individuals from a cross section of agencies will complete the initial screening process and rank candidates based on a predetermined assessment tool.
- A second completely independent review will occur using the same criteria as the initial review. Scores will then be averaged and ranked according to the average score.
- Final selections and determinations will be made by the Atlanta FEB Policy and Steering Committee with every effort made to ensure equitable representation from submitting agencies and GS Levels.

For More Information

Contact Mr. Ron Stephens, Executive Director, Atlanta Federal Executive Board at 404-331-4400 or Atlantafeb@gsa.gov

The Atlanta Federal Executive Board provides equal opportunity for all persons without regard to race, color, sex, age, national origin, religion, gender, disability, sexual orientation, marital status, or political affiliation.

***2017 Peak Performance Program
For Aspiring Leaders
Application
Attachment A***



P3

Peak Performance Program For Aspiring Leaders
ATLANTA FEDERAL EXECUTIVE BOARD

Submitted by:

Applicant: _____

Agency: _____

Date: _____

ATTACHMENT B

**ATLANTA FEDERAL EXECUTIVE BOARD
2017 PEAK PERFORMANCE PROGRAM
Application Information Sheet**



APPLICANT'S NAME:

AGENCY AND AGENCY ADDRESS:

OFFICE PHONE:

CELL:

EMAIL:

CURRENT POSITION TITLE:

CURRENT GRADE:

Briefly describe your current position:

PREVIOUS POSITIONS: (List in reverse chronological order covering the previous three years)

Employer:

Title & Grade:

From:

To:

Overview of Duties:

Employer:

Title & Grade:

From:

To:

Overview of Duties:

Employer:

Title & Grade:

From:

To:

Overview of Duties:

COMMITMENT

The Peak Performance Program for Aspiring Leaders is a nine month developmental program and program participants are expected to attend all class sessions, external awareness visits, and any events that are scheduled. *Participation requires a serious commitment of time. Please make sure you can commit to the demands of the program and consider the time commitment before you apply.*

ATTENDANCE

If a participant misses more than two (2) of the program days, or a mandatory program session, he or she will be dropped from the program. All mandatory sessions are program dates are listed in the 2017 Peak Performance Program Application.

Signatures confer agreement of commitment and attendance.

(Signatures are Required)

Applicant's Signature:

Date:

First Line Supervisor's Signature:

Date:

Agency Head or Designee's Signature:

Date

Attachment C



ATLANTA FEDERAL EXECUTIVE BOARD 2017 PEAK PERFORMANCE PROGRAM

Applicant Name:

Applicants must address each question by documenting relevant knowledge, skills, abilities, and accomplishments in each area. Applicants should document any experience that demonstrates they have the potential to excel in each area, including paid, social, or civic work experiences, as well as any relevant education, training or outside activities that demonstrate commitment to personal and/or professional growth.

Applicants should respond to each question using the C-A-R method to outline the Challenge, Action and Result of each of each challenge or scenario presented. The same experience may be used (repeated) for more than one question as each will be scored separately. Therefore, it is important to clearly associate all experiences with the specific leadership competency and remember that the purpose of addressing the leadership competencies is to document the applicants specific experience and inputs.

Responses are limited to 300 words per question and any information beyond this limit will not be read or considered.

Attachment C-1



**ATLANTA FEDERAL EXECUTIVE BOARD
2017 PEAK PERFORMANCE PROGRAM
Self-Assessment Questions – CONTINUAL LEARNING**

Applicant Name: _____

Competency 1: Continual Learning

If selected for the Peak Performance Program for Aspiring Leaders, what area(s) of leadership and personal growth are you committed to developing? How will you demonstrate your commitment? Please use this question to express why it is important you participate in this program.

Attachment C-2



**ATLANTA FEDERAL EXECUTIVE BOARD
2017 PEAK PERFORMANCE PROGRAM
Self-Assessment Questions – **INTEGRITY/HONESTY****

Applicant Name: _____

Competency 2: Integrity/Honesty

What influence do you have on others at your job? How does your influence characterize your leadership strengths? Describe a time when you used integrity/honesty to influence others.

Attachment C-3



**ATLANTA FEDERAL EXECUTIVE BOARD
2017 PEAK PERFORMANCE PROGRAM
Self-Assessment Questions – PUBLIC SERVICE MOTIVATION**

Applicant Name: _____

Competency 3: Public Service Motivation

Describe a time you demonstrated an ability to meet organizational goals and customer expectations by setting and achieving a challenging goal, task or work process (what specific steps did you take to achieve the goal, what was the outcome, etc.).

Attachment C-4



**ATLANTA FEDERAL EXECUTIVE BOARD
2017 PEAK PERFORMANCE PROGRAM
Self-Assessment Questions – INTERPERSONAL SKILLS**

Applicant Name: _____

Competency 4: Interpersonal Skills

What do you believe are the three most important qualities of a leader and how do you show these characteristics in your current position? How have you dealt with and resolved conflict as a leader?

Attachment C-5



**ATLANTA FEDERAL EXECUTIVE BOARD
2017 PEAK PERFORMANCE PROGRAM
Self-Assessment Questions – WRITTEN COMMUNICATION**

Applicant Name: _____

Competency 5: Written Communication

Describe the most difficult or complex idea you have ever explained in written form; outline what methods you used to ensure the reader understood the idea.

Attachment C-6



**ATLANTA FEDERAL EXECUTIVE BOARD
2017 PEAK PERFORMANCE PROGRAM
Self-Assessment Questions –ORAL COMMUNICATION**

Applicant Name: _____

Competency 6: TEAM ORIENTATION:

Have you ever participated in a project team or workgroup? What was your role? What was your most effective contribution to the project team or workgroup? Give examples of problems you've experienced with a project team or workgroup and how you reacted or handled the situation. What could you have done to increase effectiveness of the team?



**ATLANTA FEDERAL EXECUTIVE BOARD
2017 PEAK PERFORMANCE PROGRAM
First Line Supervisor Assessment**

Applicant Name: _____

Applicant Email Address: _____

Provide a ranking to evaluate the applicant according to the following management/leadership competencies using the following scale:

Little or No Potential	Limited Potential	Average Potential	Above Average Potential	Exceptional Potential
Management/Leadership Competency		Ranking	Rationale/Explanation <i>(50 words or less)</i>	
<u>Competency 1: Continual Learning</u> Assesses own strengths and challenges and pursues development and training opportunities; seeks feedback from others and is receptive to new ideas and perspectives.				
<u>Competency 2: Integrity/Honesty</u> Adheres to ethical principles; behaves in an honest, fair, and ethical manner towards others.				
<u>Competency 3: Interpersonal Skills</u> Interacts positively with different people at all levels internally and externally to the organization; builds appropriate rapport and treats others with courtesy, sensitivity, and respect.				
<u>Competency 4: Public Service Motivation</u> Demonstrates a high standard of quality and commitment to public service by aligning personal and organizational objectives and practices with public interests. Ensures that actions meet public needs and interests.				
<u>Competency 5: Written Communication</u> Writes clearly and succinctly in a variety of communication settings and styles; conveys messages in a coherent manner for the intended audience.				

Please attach a business card to this assessment

I have reviewed my employee's attached statement of interest and assessment questions. As the supervisor, I understand that I will play an active role to ensure a completed Individual Development Plan is submitted as required for completion of this program.

Name: _____
(First Line Supervisor)

Signature: _____
Date: _____

Attachment F



ATLANTA FEDERAL EXECUTIVE BOARD 2017 PEAK PERFORMANCE PROGRAM Program Payment Agreement

Applicant Name: _____

Applicant Agency: _____

Agency Division: _____

This form serves as the payment agreement for the 2017 Peak Performance Program. By signing this form, signatories commit to submitting the full program tuition of **\$850.00** within 15 calendar days of notice of applicant acceptance.

Purchase Point of Contact or Administrative Officer:

Name: _____

Agency: _____

Title: _____

Phone: _____

Email: _____

First Line Supervisor Name: _____

First Line Supervisor Signature: _____

Date: _____

Approving Official Name: _____

Approving Official Signature: _____

Date: _____

Attachment G



ATLANTA FEDERAL EXECUTIVE BOARD 2017 PEAK PERFORMANCE PROGRAM

Supervisor's Role Agreement

Applicant Name: _____

Applicant Agency: _____

This form serves as the supervisor agreement to attend 2017 program days:

- January 18, Program Kick Off Celebration
- June 27, Program Day
- September 21, Graduation Ceremony

By signing this form, signatories commit to attend the above listed dates to aid in the development of their participants.

Supervisor's Name: _____

Supervisor's Email: _____

Supervisor's Phone: _____

Supervisor Signature: _____

Date: _____